



COMMONWEALTH OF KENTUCKY
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To: Corporate Records Requester
From: Colleen Chaney, Director of Corporations, Office of the Secretary of State
Date: October 21, 2009
Re: **Change in Office of the Secretary of State Records Policy**

As one of the largest requesters of records documents with the Office of the Secretary of State, I want to make you aware of a change in policy regarding documents available for request.

Certificate of Existence/Certificate of Authorization (KRS 271B, 273, 274, 275, 362.2)

The Certificate of Existence/Certificate of Authorization are the only two certificates the Office of the Secretary of State has the authority to charge for at a rate of \$10.00 per certificate.

Certificate of No Record

For customers wanting to reflect the fact that the Office of the Secretary of State has no record of the requested business entity on file, a Certificate of No Record will be issued at no fee.

Certified Copies

All other documents must be requested as a certified copy. Please note that the statutes governing Partnerships and Trusts (KRS 362.1 and KRS 386) do not allow for a Certificate of Existence or Certificate of Authorization. For this reason, individuals may only request certified copies of documents authorized under these statutes.

Discontinued Certificates

The following documents will no longer be offered in person or online:

- Certificate of Bad Standing
- Certificate of Formation*
- Certificate of Revocation
- Certificate of Administrative Dissolution
- Certificate of Withdrawal
- Certificate of Registered Agent/Registered Office
- Certificate of Business Trust
- Certificate of Merger
- All Long form Certificates
- Certificate of Existence with Assumed Name

*Historically, the Certificate of Formation was offered since the document on file with the Office of the Secretary of State was titled Certificate of Formation. Our office will no longer issue a Certificate of Formation, but rather a Certificate of Existence/Certificate of Authorization for businesses formed using a Certificate of Formation.

If you have any questions, please contact our Records Division at 502-564-3490.

